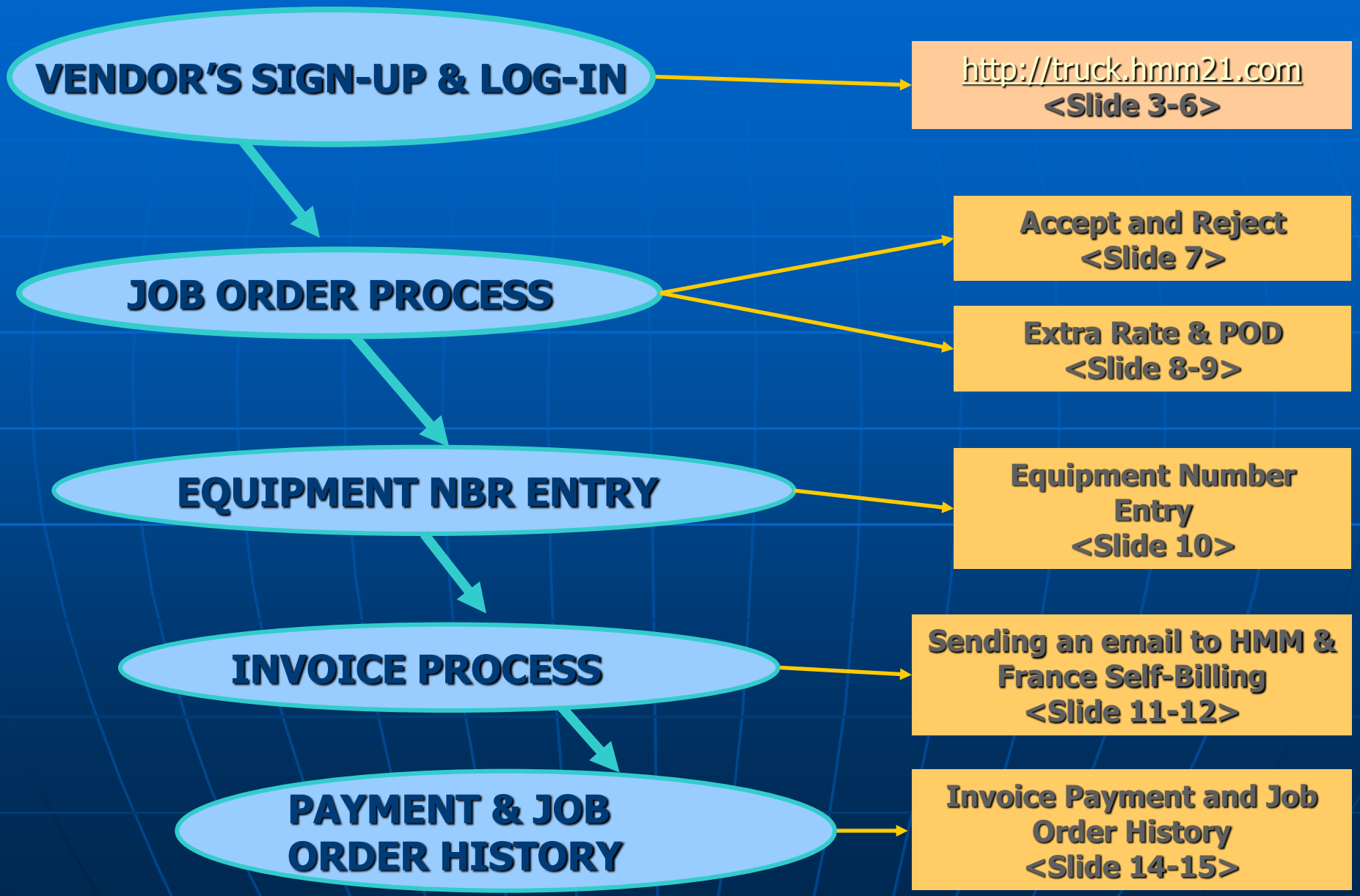
e-Trucking User Manual 2012

e –Trucking programs overview



SIGN-IN : http://truck.hmm21.com/

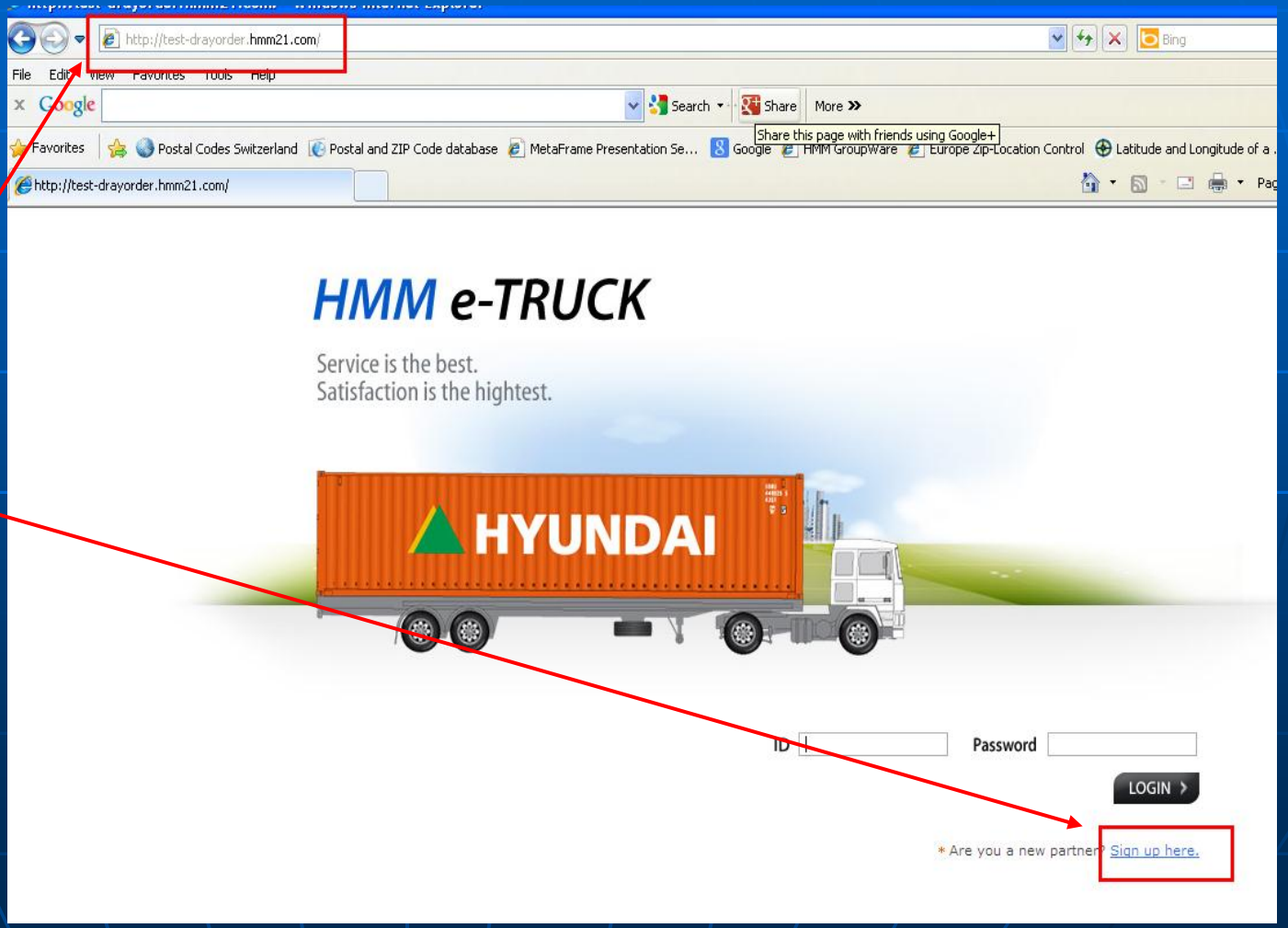
Whenever a new trucker participates, they need to sign–in and HMM Logistiscs manager will approve in GAUS system/4168.

* http://truck.hmm21.com.

• GO TO;- http://truck.hmm21.com

•CLICK "SIGN-IN HERE"

NEXT STAGE:
SIGN-UP PAGE

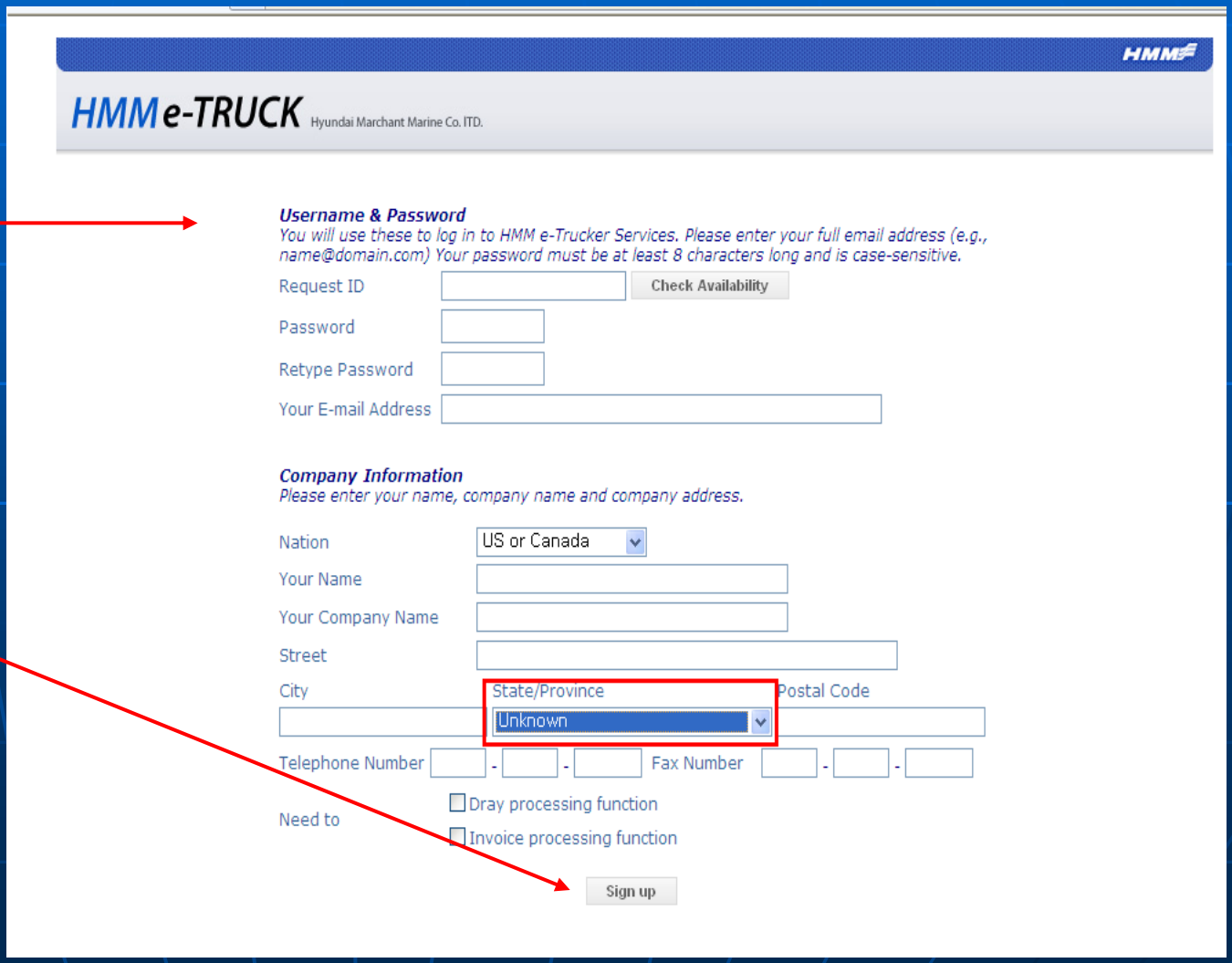


SIGN-IN : http://truck.hmm21.com/

After clicking 'sign-in here', below screen will appear to fill in vendor's details.

Mandatory fields on this form are:

1. Request ID: Normally trucker's name or itinitials and then check availability.
2. Password, Email address and company's details.
3. Please select 'France' for nation and 'Unknown' for State/Province.
4. Select either 'Dray processing' or 'Invoice Processing function', or, both.



- FILL IN ALL DETAILS
- SELECT EITHER 'DRAY PROCESSING' OR INVOICE PROCESSING FUNCTION'. MOST OF CASES, SELECT BOTH OF THEM.
- CLICK "SIGN UP"

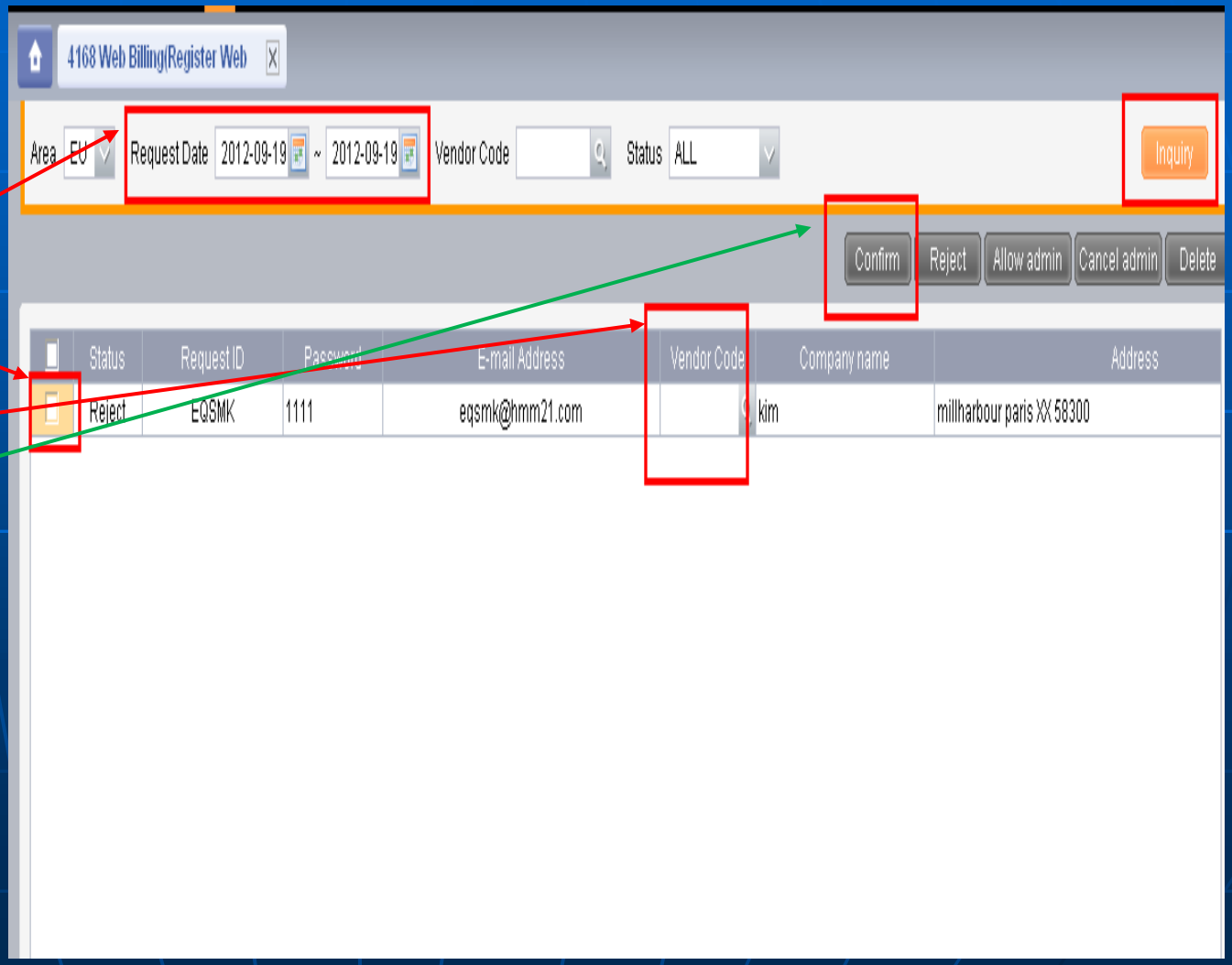
NEXT STAGE:
LOG-IN AND FILL IN 'USER PROFILE"
=> Slide 6

APPROVAL BY HMM – GAUS 4168

In order for vendor to have an authority, HMM Logistics manager has to approve in GAUS 4168.

Steps to take:

1. Input 'Request date' and then cleck 'Inquiry'.
2. Select the vendor by ticking a box
3. Vendor code
4. Clik 'Confirm'



NEXT STAGE:
ONCE APPROVAL IS DONE, VENDOR SHOULD HAVE A CONFIRMATION E-MAIL (PENDING) AND VENDOR CAN LOG-IN.

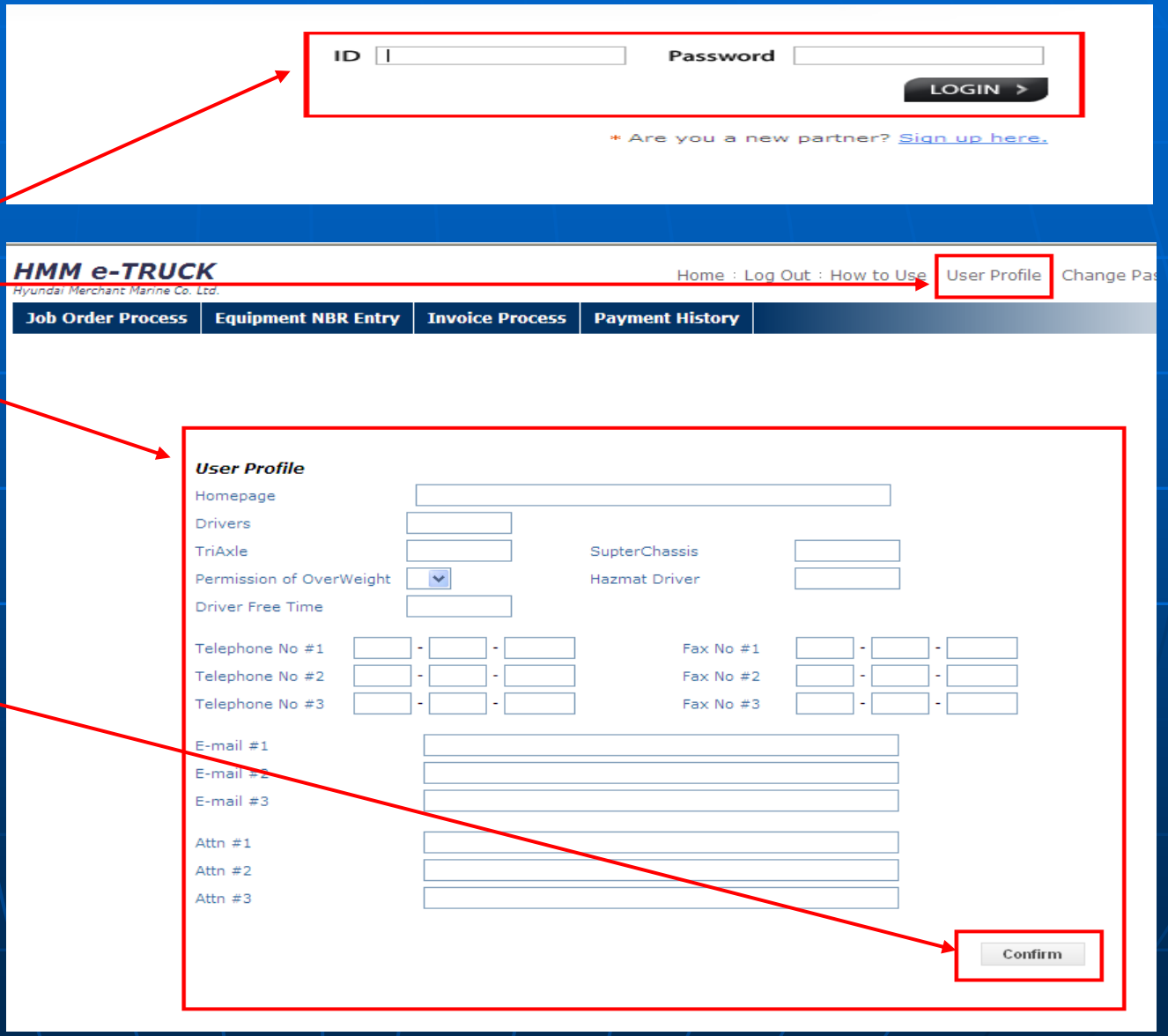
LOG-IN & UPDATE USER PROFILE

Mandatory fields on this form are:

1. Log-in with ID and password
2. Go to 'User Profile'
3. Fill in details in 'User profile'.

- FILL ALL IN MANDATORY FIELDS
- CLICK "CONFIRM"

NEXT STAGE:
FULL ACCESS FOR ALL MENU

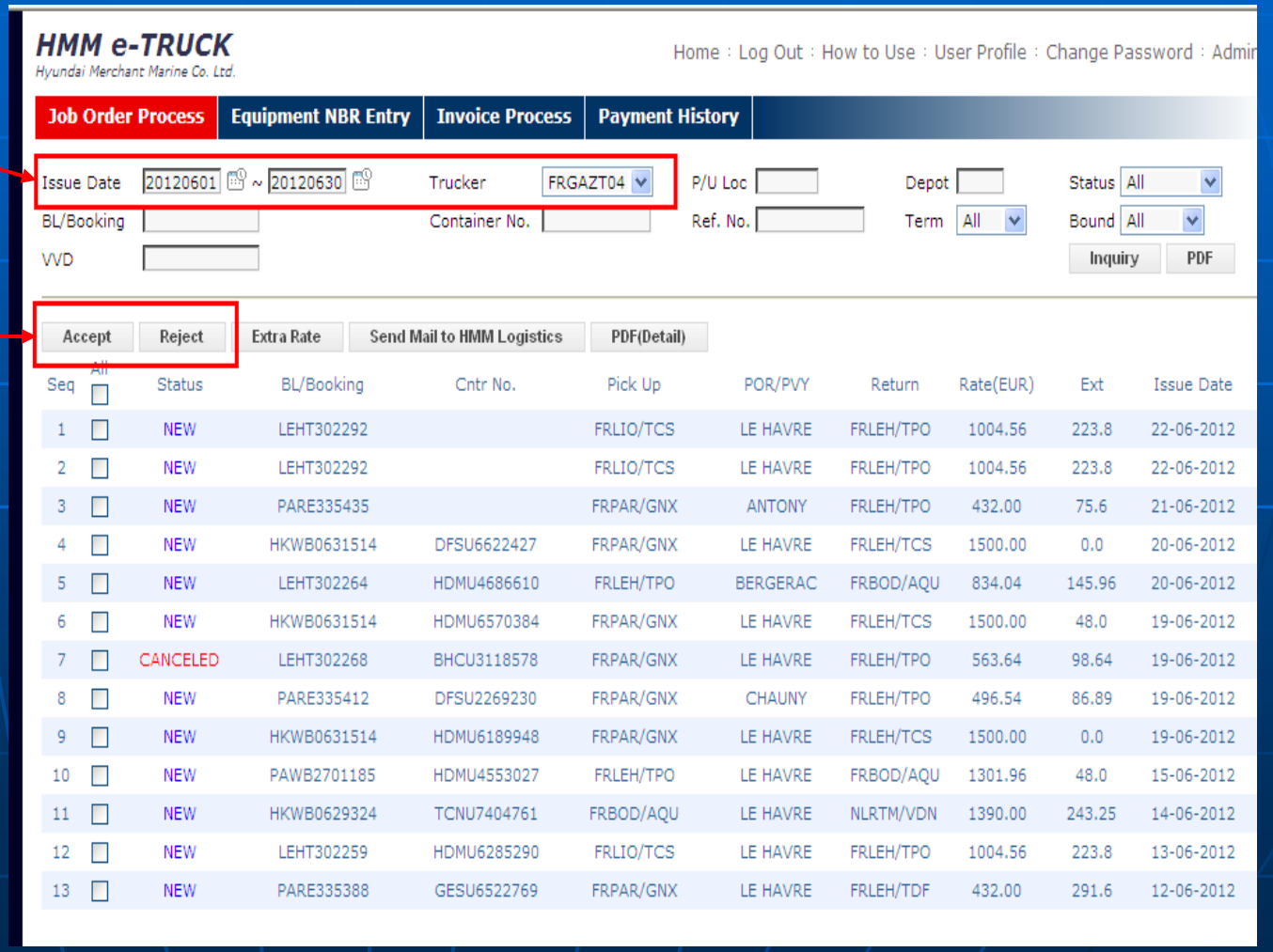


JOB ORDER PROCESS – 1. Accept & Reject

This menu is mainly to 'Accept', 'Reject' job order and to request 'Extra Rate.

Mandatory fields in this screen are:
1. Issue Date
2. Trucker- default

- **Accept – status will change from 'New' to 'Accept'. This confirms trucker's intention to complete order**
- **Reject – status will change from 'New' to 'Reject'. This confirms trucker's intention to NOT move order due to any reason. => Trucker should ensure HMM are informed by phone/email.**
- **Extra Rate – slide 8**



Seq	All	Status	BL/Booking	Cntr No.	Pick Up	POR/PVY	Return	Rate(EUR)	Ext	Issue Date
1		NEW	LEHT302292		FRLIO/TCS	LE HAVRE	FRLEH/TPO	1004.56	223.8	22-06-2012
2		NEW	LEHT302292		FRLIO/TCS	LE HAVRE	FRLEH/TPO	1004.56	223.8	22-06-2012
3		NEW	PARE335435		FRPAR/GNX	ANTONY	FRLEH/TPO	432.00	75.6	21-06-2012
4		NEW	HKWB0631514	DFSU6622427	FRPAR/GNX	LE HAVRE	FRLEH/TCS	1500.00	0.0	20-06-2012
5		NEW	LEHT302264	HDMU4686610	FRLEH/TPO	BERGERAC	FRBOD/AQU	834.04	145.96	20-06-2012
6		NEW	HKWB0631514	HDMU6570384	FRPAR/GNX	LE HAVRE	FRLEH/TCS	1500.00	48.0	19-06-2012
7		CANCELED	LEHT302268	BHCU3118578	FRPAR/GNX	LE HAVRE	FRLEH/TPO	563.64	98.64	19-06-2012
8		NEW	PARE335412	DFSU2269230	FRPAR/GNX	CHAUNY	FRLEH/TPO	496.54	86.89	19-06-2012
9		NEW	HKWB0631514	HDMU6189948	FRPAR/GNX	LE HAVRE	FRLEH/TCS	1500.00	0.0	19-06-2012
10		NEW	PAWB2701185	HDMU4553027	FRLEH/TPO	LE HAVRE	FRBOD/AQU	1301.96	48.0	15-06-2012
11		NEW	HKWB0629324	TCNU7404761	FRBOD/AQU	LE HAVRE	NLRTM/VDN	1390.00	243.25	14-06-2012
12		NEW	LEHT302259	HDMU6285290	FRLIO/TCS	LE HAVRE	FRLEH/TPO	1004.56	223.8	13-06-2012
13		NEW	PARE335388	GESU6522769	FRPAR/GNX	LE HAVRE	FRLEH/TDF	432.00	291.6	12-06-2012

JOB ORDER PROCESS – 2. Extra Rate

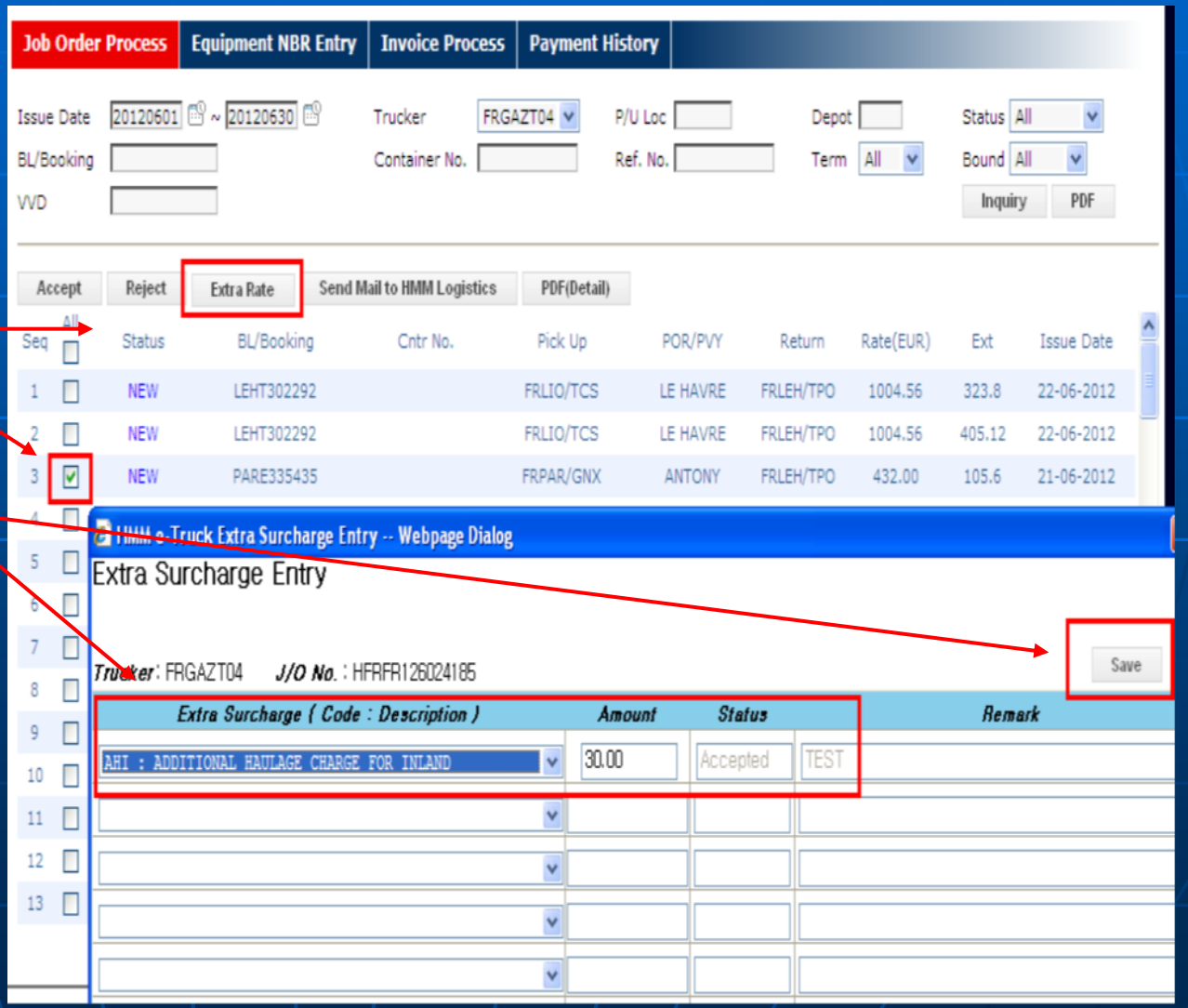
This menu is mainly to 'Accept', 'Reject' job order and to request 'Extra charge'.

Mandatory fields in this screen are:
1. Issue Date
2. Trucker- default

- **Select a job order and click 'Extra Rate'.**
- **Insert extra charge code, amount, reason in 'Remark' field.**
- **Click 'Save'.**

NEXT STAGE:
HMM France will confirm it in GUAS 4167.
a. If Extra rate is accepted by HMM, please go to POD and input delivery date/time. ⇒slide 9.

b. If Extra rate is rejected by HMM, please communicate with HMM Logistics by email/phone as to why it is rejected. => HMM will delete a rejected rate in GAUS4167, you will then able to request amended rate again.



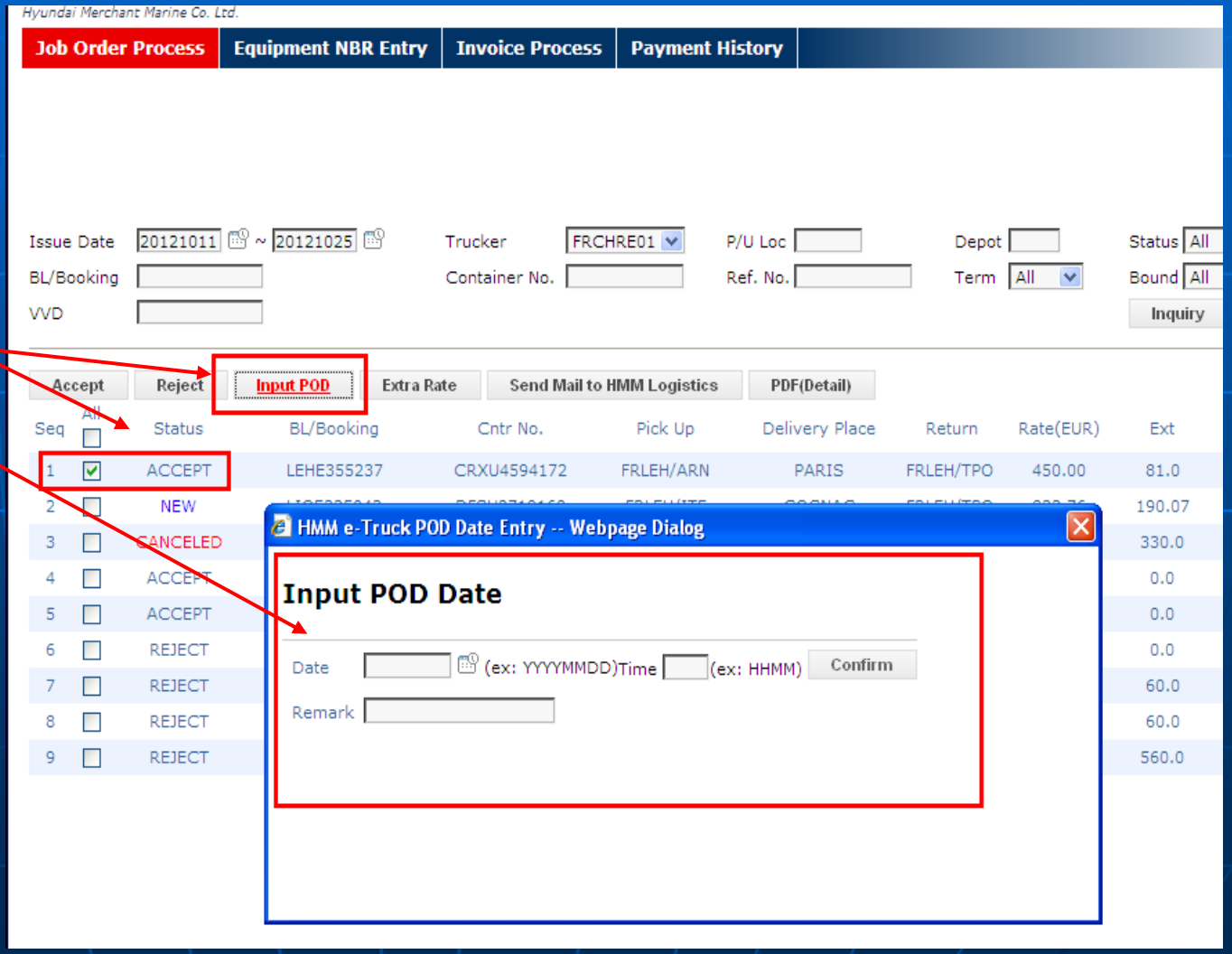
JOB ORDER PROCESS – 3. POD

This menu is mainly to POD details when Extra Rate occured.

When Extra Rate occured, inputting POD details is mandatory.

- **Select a job order and click 'Input POD'.**
- **Input delivery date/time. If delivery was delay, please also input the reason why delivery was delayed in 'Remark' field.**
- **Click 'Confirm'.**

NEXT STAGE:
Self-Billing => Slide 13.



EQUIPMENT NBR ENTRY

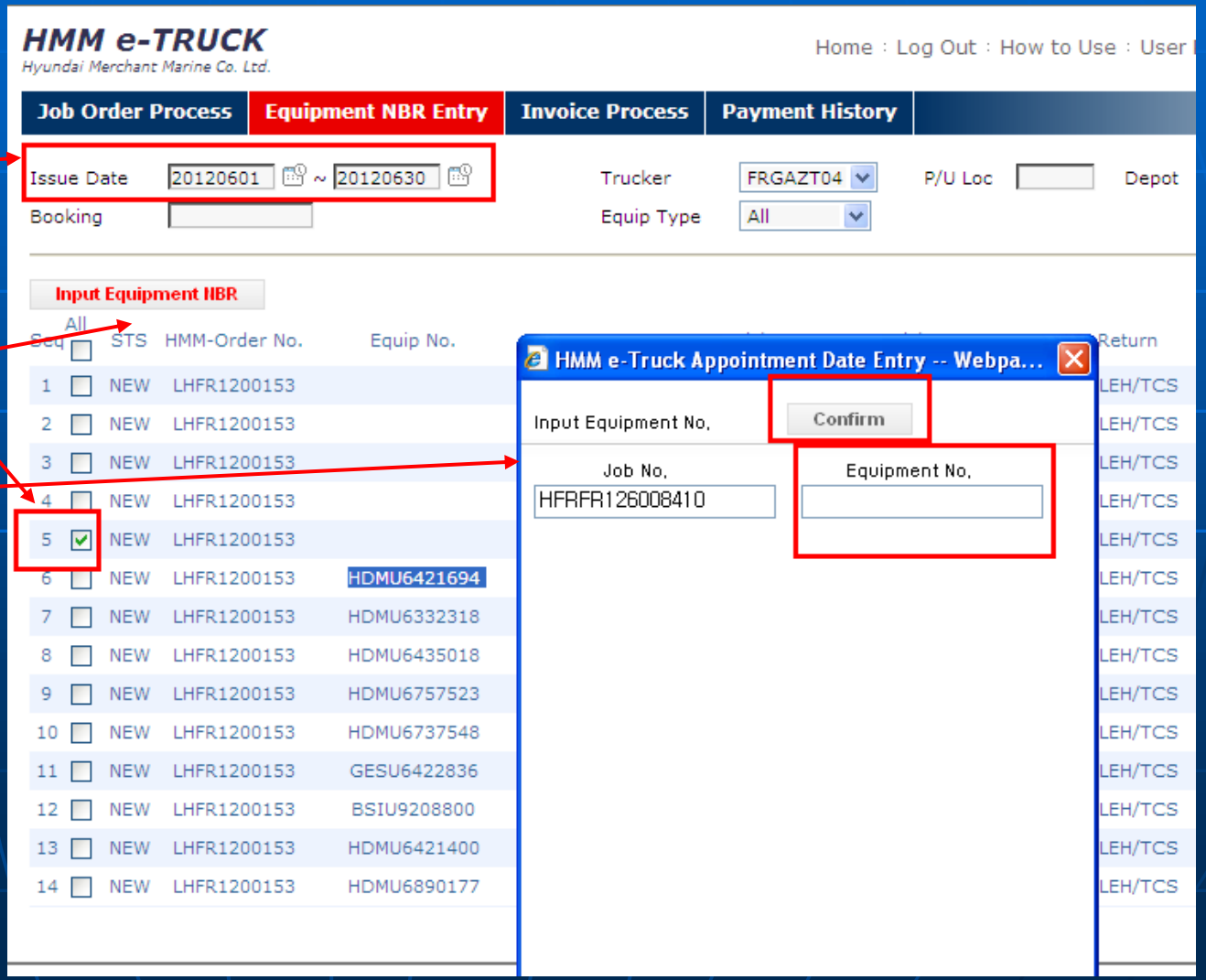
This menu is to input container number for an export job order.

Mandatory fields in this screen are:
1. Issue Date
2. Trucker- default

•Select a job order number and click 'Input Equipment NBR'.

• Input container number and click 'Confirm'.

NEXT STAGE:
Invoice Process – slide 11



INVOICE PROCESS

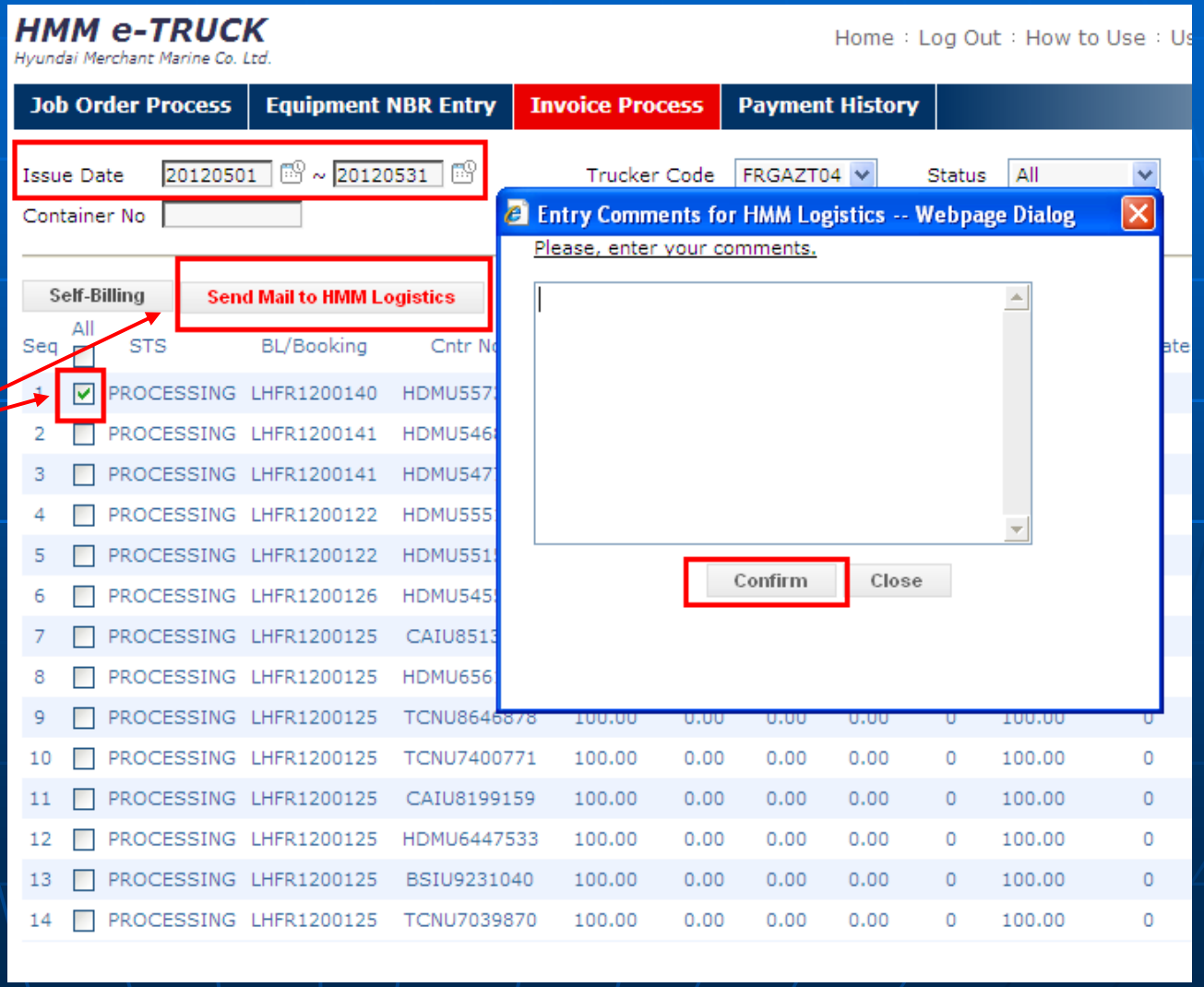
This menu is to process invoice and to check invoice process status.

Key points

1. Trucker can send an email to HMM France regarding job order if there are any issues.
2. When container move history shows that container is moved by vendor, the job order becomes "invoiceable'.
3. A processed invoice is in status "Processing" until Accounting pays it, then it becomes "Paid".

• Select a job order number and click 'Send Mail to HMM Logistics'.

• Input your comments and click 'Confirm'.


HMM e-TRUCK
Hyundai Merchant Marine Co. Ltd.
Home : Log Out : How to Use : Us
Job Order Process
Equipment NBR Entry
Invoice Process
Payment History
Issue Date 20120501 ~ 20120531
Trucker Code FRGAZT04
Status All
Container No
Self-Billing
Send Mail to HMM Logistics
Entry Comments for HMM Logistics -- Webpage Dialog
Please, enter your comments.
Confirm
Close
Seq All STS BL/Booking Cntr No
1 PROCESSING LHFR1200140 HDMU557
2 PROCESSING LHFR1200141 HDMU546
3 PROCESSING LHFR1200141 HDMU547
4 PROCESSING LHFR1200122 HDMU555
5 PROCESSING LHFR1200122 HDMU551
6 PROCESSING LHFR1200126 HDMU545
7 PROCESSING LHFR1200125 CAIU8513
8 PROCESSING LHFR1200125 HDMU656
9 PROCESSING LHFR1200125 TCNU8646878
10 PROCESSING LHFR1200125 TCNU7400771 100.00 0.00 0.00 0.00 0 100.00 0
11 PROCESSING LHFR1200125 CAIU8199159 100.00 0.00 0.00 0.00 0 100.00 0
12 PROCESSING LHFR1200125 HDMU6447533 100.00 0.00 0.00 0.00 0 100.00 0
13 PROCESSING LHFR1200125 BSIU9231040 100.00 0.00 0.00 0.00 0 100.00 0
14 PROCESSING LHFR1200125 TCNU7039870 100.00 0.00 0.00 0.00 0 100.00 0

INVOICE PROCESS : Self-Billing

This menu is to process invoice and to check invoice process status.

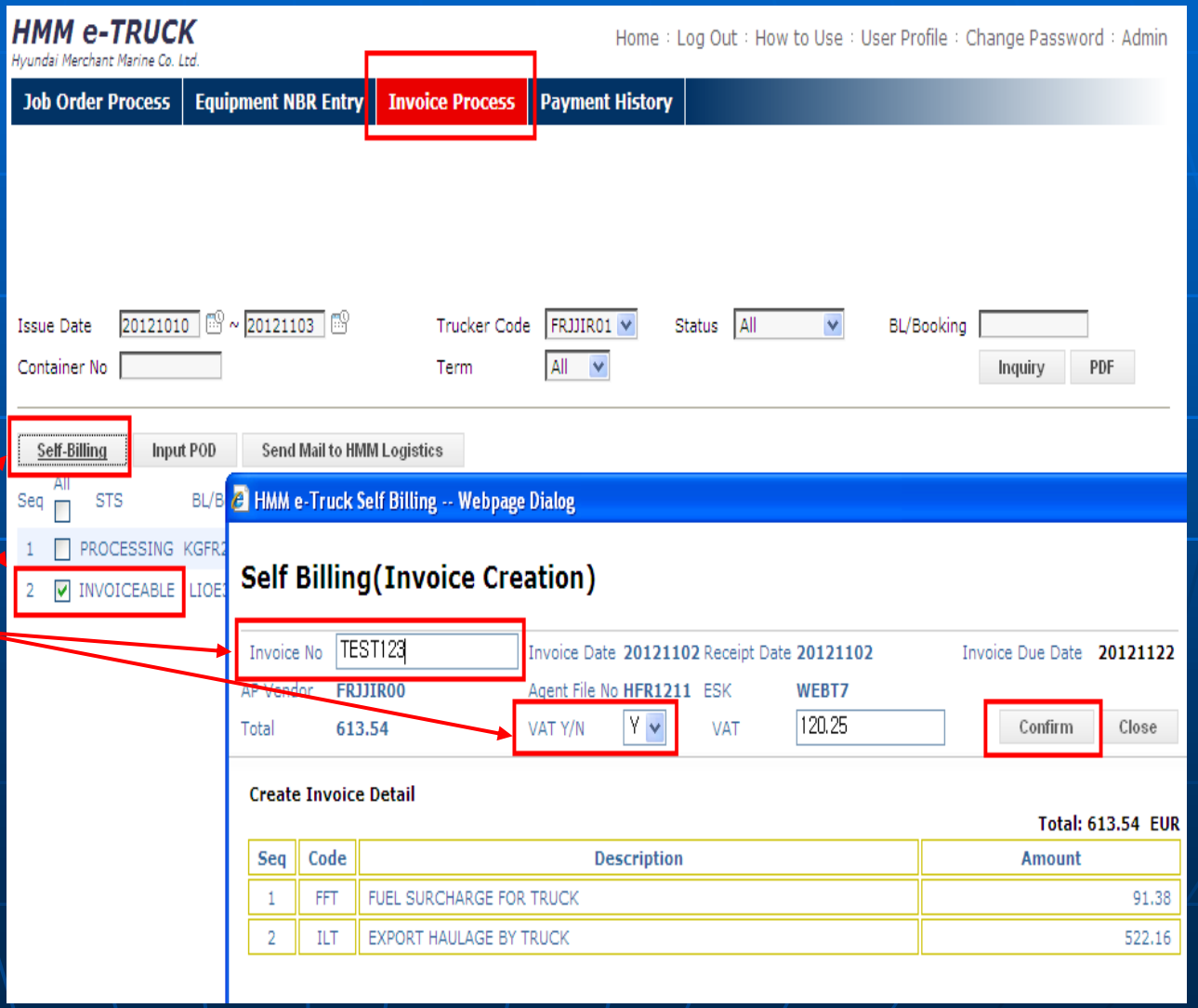
Key points

1. When container move history shows that container is moved by vendor, the job order becomes "invoiceable'.
2. Job orders of "Invoiceable" status are already verified. So, truckers can process invoice straightaway.
3. A processed invoice is in status "Processing" until Accounting pays it, then it becomes "Paid".

• Select "invoice-able" status job order number and click 'Self-Billing'.

• Select 'Y' or 'N' for VAT option, input 'Invoice No' and click 'Confirm'. => Then, status will become 'Processing'

• This invoice number should be used for hard copy of the original invoice.



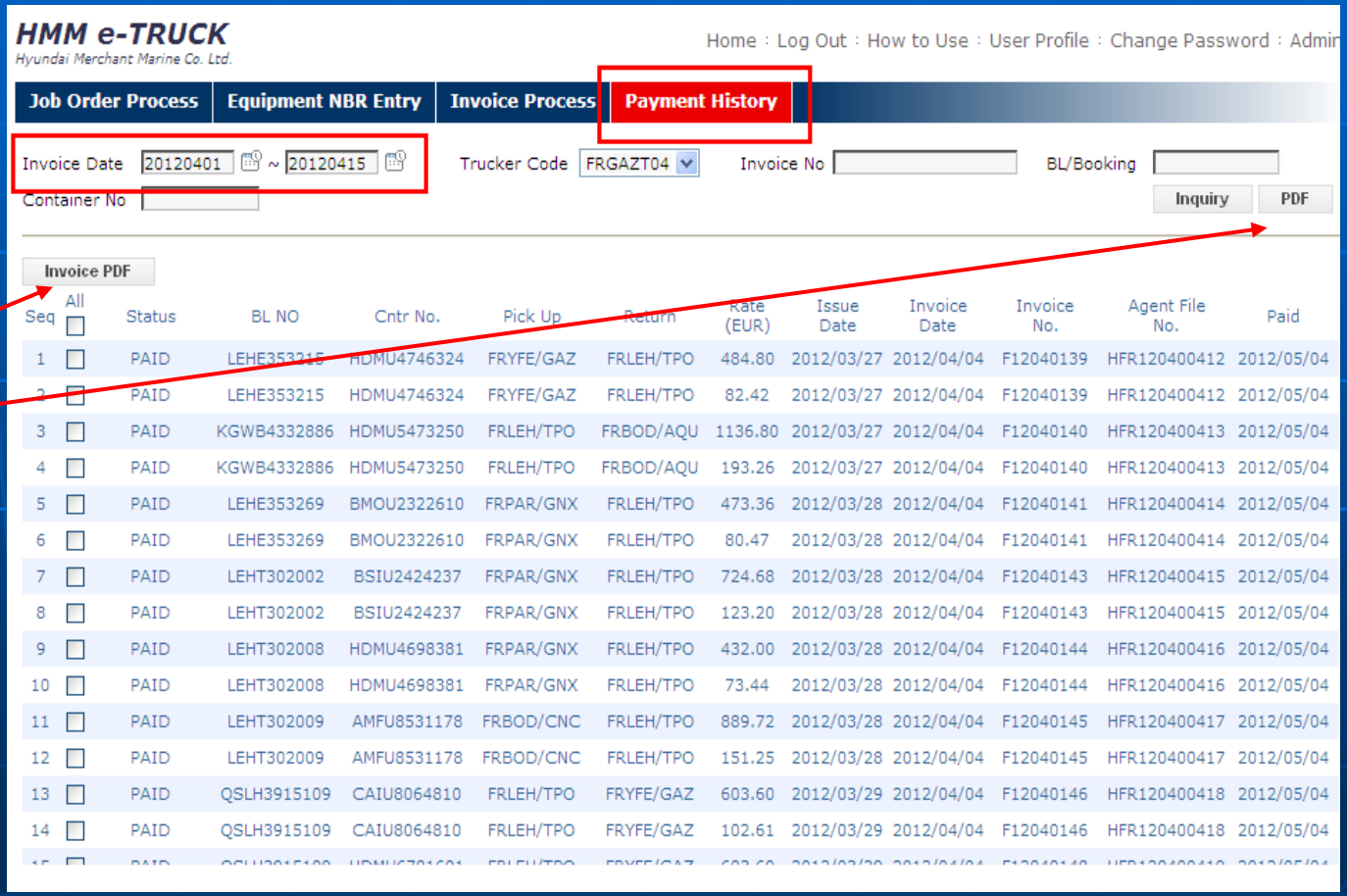
NEXT STAGE:
Invoice Process – Paid and Payment History –> Slide 13-14

PAYMENT HISTORY – 1. Invoice Payment History

This menu is to check Invoice Payment History or current Payment's status.

Mandatory fields in this screen are:
1. Issue Date
2. Trucker- default

- **Individual invoice print - Select a job order number and click 'Invoice PDF'.**
- **Invoice list print – Select invoices you wish to print and click 'PDF'.**



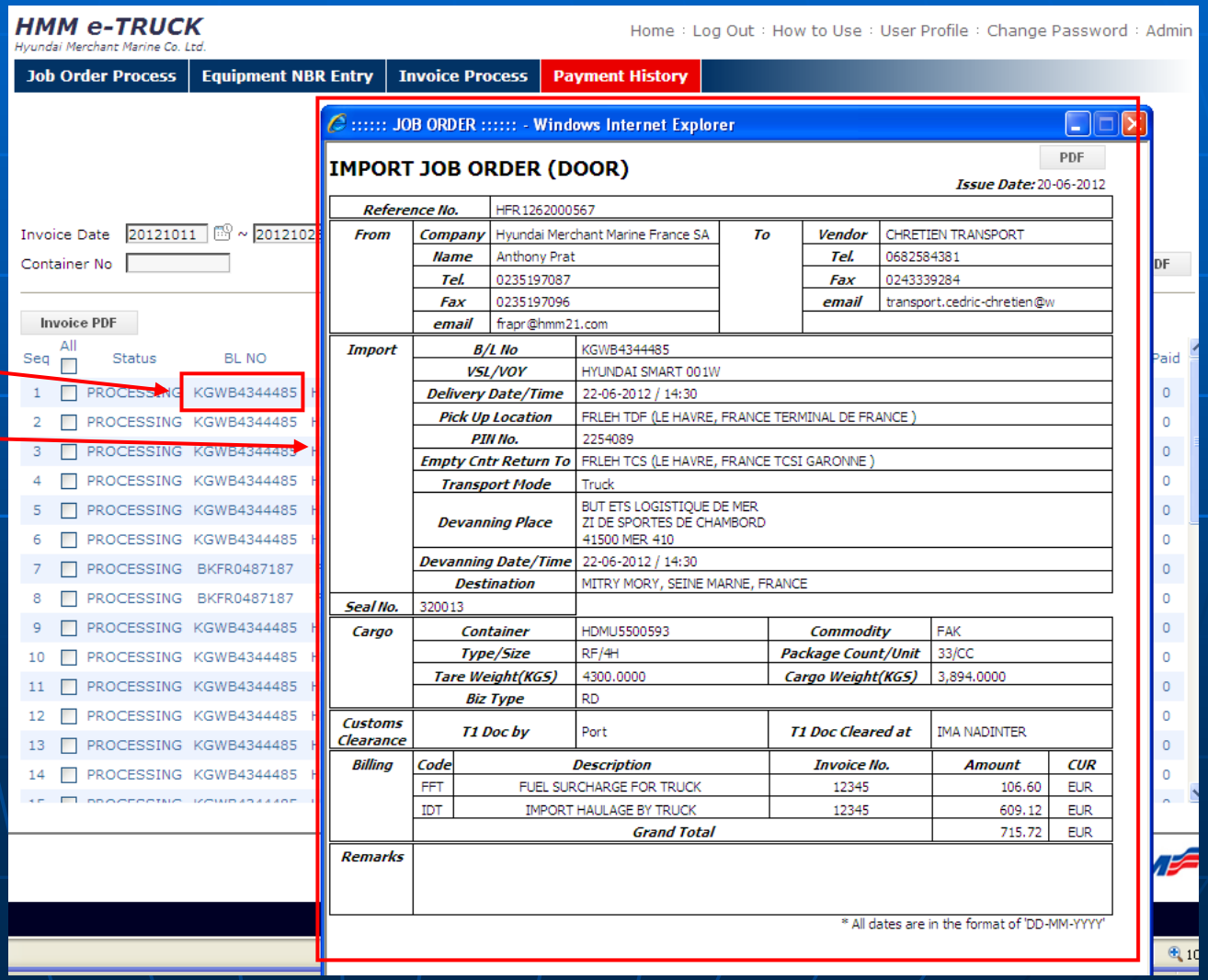
Seq	All	Status	BL NO	Cntr No.	Pick Up	Return	Rate (EUR)	Issue Date	Invoice Date	Invoice No.	Agent File No.	Paid
1	☐	PAID	LEHE353215	HDMU4746324	FRYFE/GAZ	FRLEH/TPO	484.80	2012/03/27	2012/04/04	F12040139	HFR120400412	2012/05/04
2	☐	PAID	LEHE353215	HDMU4746324	FRYFE/GAZ	FRLEH/TPO	82.42	2012/03/27	2012/04/04	F12040139	HFR120400412	2012/05/04
3	☐	PAID	KGWB4332886	HDMU5473250	FRLEH/TPO	FRBOD/AQU	1136.80	2012/03/27	2012/04/04	F12040140	HFR120400413	2012/05/04
4	☐	PAID	KGWB4332886	HDMU5473250	FRLEH/TPO	FRBOD/AQU	193.26	2012/03/27	2012/04/04	F12040140	HFR120400413	2012/05/04
5	☐	PAID	LEHE353269	BMOU2322610	FRPAR/GNX	FRLEH/TPO	473.36	2012/03/28	2012/04/04	F12040141	HFR120400414	2012/05/04
6	☐	PAID	LEHE353269	BMOU2322610	FRPAR/GNX	FRLEH/TPO	80.47	2012/03/28	2012/04/04	F12040141	HFR120400414	2012/05/04
7	☐	PAID	LEHT302002	BSIU2424237	FRPAR/GNX	FRLEH/TPO	724.68	2012/03/28	2012/04/04	F12040143	HFR120400415	2012/05/04
8	☐	PAID	LEHT302002	BSIU2424237	FRPAR/GNX	FRLEH/TPO	123.20	2012/03/28	2012/04/04	F12040143	HFR120400415	2012/05/04
9	☐	PAID	LEHT302008	HDMU4698381	FRPAR/GNX	FRLEH/TPO	432.00	2012/03/28	2012/04/04	F12040144	HFR120400416	2012/05/04
10	☐	PAID	LEHT302008	HDMU4698381	FRPAR/GNX	FRLEH/TPO	73.44	2012/03/28	2012/04/04	F12040144	HFR120400416	2012/05/04
11	☐	PAID	LEHT302009	AMFU8531178	FRBOD/CNC	FRLEH/TPO	889.72	2012/03/28	2012/04/04	F12040145	HFR120400417	2012/05/04
12	☐	PAID	LEHT302009	AMFU8531178	FRBOD/CNC	FRLEH/TPO	151.25	2012/03/28	2012/04/04	F12040145	HFR120400417	2012/05/04
13	☐	PAID	QSLH3915109	CAIU8064810	FRLEH/TPO	FRYFE/GAZ	603.60	2012/03/29	2012/04/04	F12040146	HFR120400418	2012/05/04
14	☐	PAID	QSLH3915109	CAIU8064810	FRLEH/TPO	FRYFE/GAZ	102.61	2012/03/29	2012/04/04	F12040146	HFR120400418	2012/05/04

Payment History – 2. JOB ORDER HISTORY

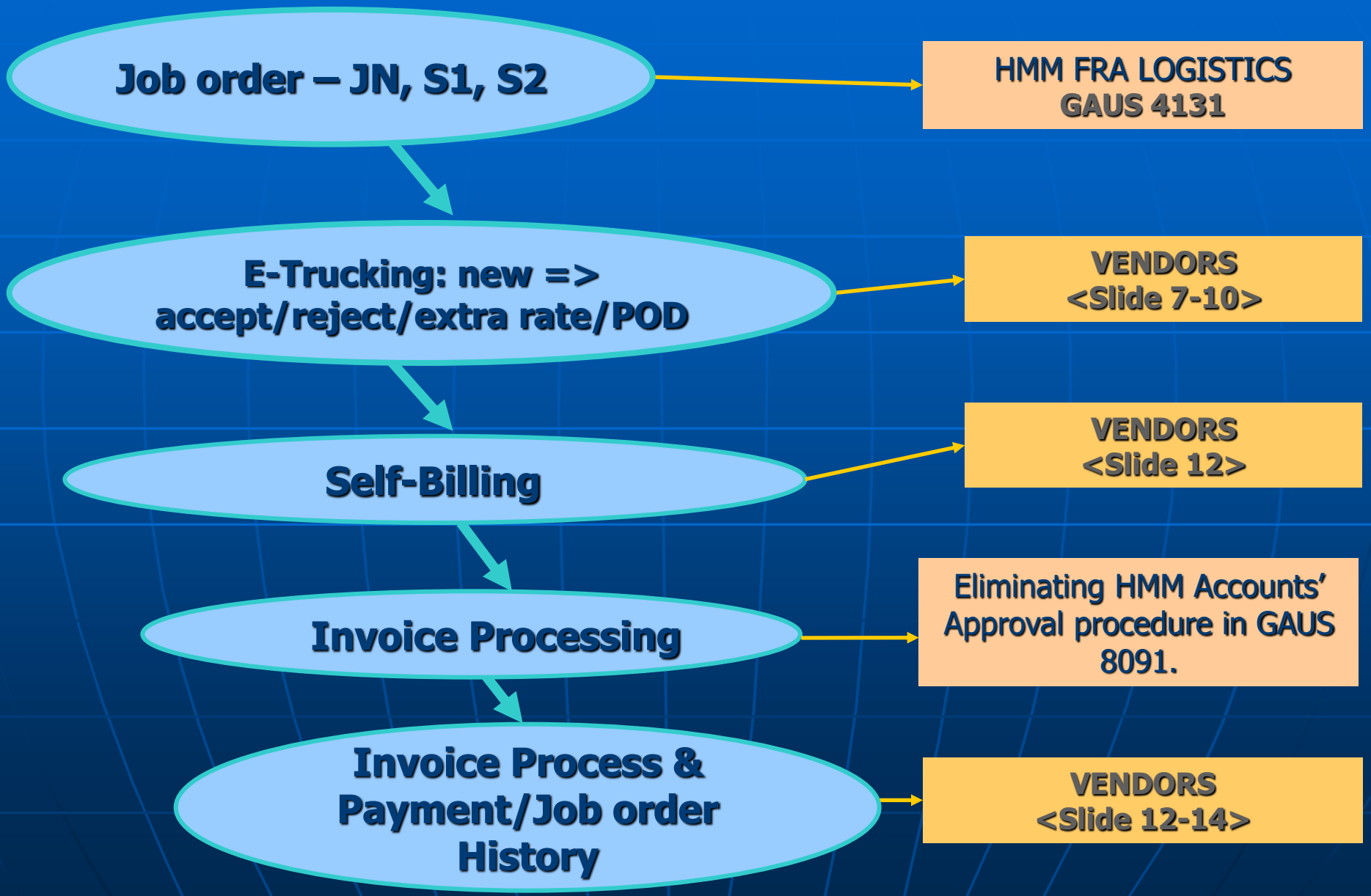
Once invoice payment has been made, job order will diappear in 'Job Order Process' menu, but job order history can be veiwed in 'Payment History'.

Mandatory fields in this screen are:
1. Issue Date
2. Trucker- default

- **Job Order History – double click 'BL NO'.**
- **Job order will then pop up.**


HMM e-TRUCK
Hyundai Merchant Marine Co. Ltd.
Home : Log Out : How to Use : User Profile : Change Password : Admin
Job Order Process
Equipment NBR Entry
Invoice Process
Payment History
Invoice Date 20121011 ~ 20121023
Container No
Invoice PDF
Seq All Status BL NO
1 PROCESSING KGWB4344485
2 PROCESSING KGWB4344485
3 PROCESSING KGWB4344485
4 PROCESSING KGWB4344485
5 PROCESSING KGWB4344485
6 PROCESSING KGWB4344485
7 PROCESSING BKFR0487187
8 PROCESSING BKFR0487187
9 PROCESSING KGWB4344485
10 PROCESSING KGWB4344485
11 PROCESSING KGWB4344485
12 PROCESSING KGWB4344485
13 PROCESSING KGWB4344485
14 PROCESSING KGWB4344485
::::: JOB ORDER ::::: - Windows Internet Explorer
IMPORT JOB ORDER (DOOR)
PDF
Issue Date: 20-06-2012
Reference No. HFR1262000567
From Company Hyundai Merchant Marine France SA
Name Anthony Prat
Tel. 0235197087
Fax 0235197096
email frapr@hmm21.com
To Vendor CHRETIEN TRANSPORT
Tel. 0682584381
Fax 0243339284
email transport.cedric-chretien@w
Import B/L No KGWB4344485
VSL/VOY HYUNDAI SMART 001W
Delivery Date/Time 22-06-2012 / 14:30
Pick Up Location FRLEH TDF (LE HAVRE, FRANCE TERMINAL DE FRANCE)
PIN No. 2254089
Empty Cntr Return To FRLEH TCS (LE HAVRE, FRANCE TCSI GARONNE)
Transport Mode Truck
Devanning Place BUT ETS LOGISTIQUE DE MER ZI DE SPORTES DE CHAMBORD 41500 MER 410
Devanning Date/Time 22-06-2012 / 14:30
Destination MITRY MORY, SEINE MARNE, FRANCE
Seal No. 320013
Cargo Container HDMU5500593 Commodity FAK
Type/Size RF/4H Package Count/Unit 33/CC
Tare Weight(KGS) 4300.0000 Cargo Weight(KGS) 3,894.0000
Biz Type RD
Customs Clearance T1 Doc by Port T1 Doc Cleared at IMA NADINTER
Billing Code Description Invoice No. Amount CUR
FFT FUEL SURCHARGE FOR TRUCK 12345 106.60 EUR
IDT IMPORT HAULAGE BY TRUCK 12345 609.12 EUR
Grand Total 715.72 EUR
Remarks
* All dates are in the format of 'DD-MM-YYYY'

e –Trucking workflow overview



THANK YOU